

Appendix 3

LIBRARY NEEDS ASSESSMENT

MARINERS JOINT USE LIBRARY

City of Newport Beach

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OVERALL EXECUTIVE SUMMARY

The City of Newport Beach was incorporated in 1906 and is now a community of 75,662 residents and 10,076 businesses that work together to create a safe, vibrant, and productive environment in which to live and work. An essential facet of City service to its population is the Newport Beach Public Library (NBPL) system. The backbone of the NBPL is the Central Library, which manages an in-depth collection of materials and reaches the City through its three branches. The largest branch in the NBPL system is Mariners Branch Library. The Mariners Branch is an extremely popular community resource and destination for the surrounding neighborhood and local schools in the area. The Marines Joint Use Library (MJUL) project has been created to improve the service capacity of this Branch to both groups by constructing a totally new 15,125 gross square foot Library. The new Mariners Branch Library has been designed so that it will meet the present and future needs of citizens and students.

A unique collaboration between the City of Newport Beach (CNB) and the Newport Mesa Unified School District (NMUSD) resulted in the MJUL project. Two separate planning processes were united in order to maximize resources and ensure a successful Library project. One planning process was targeting the Mariners Branch Library, which was originally built in 1963. The Mariners Branch has been re-modeled several times over the years to meet the growing needs of its users. The latest strategic planning efforts, the *Commitment to Excellence: Library Services 2000-2005* and the *Fiscal Year 2001-2002 Tactical Plan*, documented the need for yet another Mariners Branch upgrade and possible expansion.

The other planning process underway was addressing the needs of Mariner Elementary School. Although a number of other schools frequent the Mariners Branch, by far the largest group of students come from Mariners Elementary. Mariners Elementary is 500 feet from the existing Mariners Branch, separated by a CNB public park. Mariners Elementary was originally built in 1959 and consists of a main campus and building with six interconnected classroom wings. A library was initially housed within the school, but was relocated to small portable in 1999 to accommodate the growing student population. In December 1999, the Board of Education approved an *Educational Facilities Master Plan* detailing the needs of the District's school facilities based upon communities' input and the evaluations of consultants.

An innovative discussion in December 2000, between the Vice Chair of the Board of Library Trustees and NMUSD Superintendent of Schools identified the parallel planning efforts for the two facilities and laid the foundation of MJUL cooperative effort. A Public Library/School District Committee was formed and started the joint planning process. Members of the Committee included the Vice Chair of the Board of Library Trustees, the City Librarian, the Youth and Branch Services Manager, the Mariners Branch Librarian, members of the Board of the Newport Mesa Unified School District, the Superintendent of Schools, the Principal of Mariners Elementary, the NMUSD Director of Educational Technology, and two NMUSD Administrative personnel.

The primary user groups of the new MJUL project include the community users from the original Mariners Branch service area, and school users from four NMUSD schools. The Public Library/School District Committee founded a number of subcommittees to work on a plan that would meet the needs of both these groups. A *Joint Use Library Service* plan was drafted that situated the new MJUL in its original location, but with greatly enhanced services. After studying this plan, the Public Library/School District Committee realized that to maximize the effectiveness of a MJUL, it would be necessary for the MJUL to be located adjacent to Mariners Elementary for reasons such as staffing, security, and to limit the amount of class time spent

walking from the school to the library. The MJUL plan evolved and now seeks to combine the two existing inadequate libraries and replace them with a single Mariners Branch facility at a new site directly adjacent to Mariners Elementary. A creative land exchange program between the CNB and the NMUSD has been arranged to permit the relocation.

The MJUL will serve the 25,615 residents in the original Mariners Branch service area. This population is expected increase to 30,021 residents by the year 2020, a growth rate of 17%. The residents in the service area have a larger percentage of people with post-secondary education than the state and nation. This creates high educational expectations and a demand for quality library services. The area is also characterized by a higher percentage of adults 55 or older than either the state or the nation. In the past 2 years, 891 homes have sold in the Mariners service area. Older residents are selling their homes to buyers with families. The young families often combine trips to the Mariners Branch with a visit to the heavily used public park, which has tennis courts, a baseball field, a playground, and a picnic area. A familiar sight in the neighborhood is a parent, grandparent or caregiver along with a stroller or kids walking to the library. The needs of the large group of Mariners adult users cannot be overlooked and the new facility will provide balanced collections.

The schools that the MJUL project will serve include Mariners Elementary, Newport Heights Elementary, Kaiser Elementary, Ensign Middle School, Harbor High School, and several private schools. Mariners Elementary is the main school, and has 736 students K-6.

MJUL service area includes 5,257 students enrolled in K-12. Fifty percent of student body receives free or reduced lunch programs and 51% reside in Costa Mesa. The general population in the area grew by 11% since 1980, but the school age population grew by 13%. All of the schools in the service area have school library media centers. Unfortunately, California school libraries rank among the bottom for the nation. The NBPL is ranked third in the country for its size. Therefore it is anticipated that the new MJUL will be an excellent supplement to the NMUSD library program.

The needs assessment process for the MJUL project identified a number of important qualities, programs, and services that the new library will have to provide. The process diligently considered the needs of both the community and the schools that will use the MJUL. The major needs include:

- Provide MJUL users with outstanding resources, service, and state-of-the-art library technology
- Identify programs, actions, and initiatives to make the MJUL an important community and cultural center
- Expand collections, increase library space, and provide comfortable youth and adult seating
- Establish effective quality library services the youth of the community through their years of development to instill a pattern of lifelong learning
- Extend library hours to meet school needs, increase security, start a Teen Center, set up a Preschool Center, and create a well-designed community room

The MJUL project endeavors to meet all of these needs with a well-planned library project that will operate for many, many years to come.

I. NEEDS ASSESSMENT METHODOLOGY

Needs Assessment Methodology – Executive Summary

The origins of the MJUL project emanate from the combination of two separate planning processes. The NBPL was in the midst of a 5-year strategic to address and define the CNB library service needs from 2000-2005. The process was started by the Library Planning Task Force in 1999/00, and produced the key document that identified community needs — *Commitment to Excellence: Library Services 2000-2005*. Each year a Tactical Plan is developed for that fiscal year. Therefore the second document is *Fiscal Year 2001/2002 Tactical Plan*. This ongoing process has determined specific needs for the City's library system, including the need for space at the Mariners Branch Library.

As a parallel planning operation, the NMUSD was conducting its strategic planning process, and had developed a *District-Wide School Library Plan* for its schools in CNB and the City of Costa Mesa (CCM). The plan also called for numerous service, program, and facility improvements in an effort keep pace with the demands of high-quality education. In December of 2000, a chance meeting between the Board of Library Trustees Vice Chair and the Superintendent of Schools linked the two processes together. A Public Library/School District Committee was formed and developed the MJUL project with its goal of building a new Mariners Branch Library to serve the needs of both the community and schools.

Needs Assessment Methodology

A. Library Planning Task Force

Library service needs within the NBPL are continuously assessed in an ongoing effort to ensure the highest quality of service. Past studies were conducted in 1967, 1971, and 1987. In fiscal year 1999/2000, the Newport Beach Board of Library Trustees appointed a community wide comprehensive Library Planning Task Force to develop the latest strategic plan for the City's Library system. The process resulted in a document titled *Commitment to Excellence: Library Services 2000-2005. (Attachment 1)* The goal was to define the NBPL of the year 2005 and was accomplished during the spring of 2000.

The *Commitment to Excellence: Library Services 2000-2005* Library Planning Task Force included Board of Library Trustee members, NBPL staff, and public citizens. Members of the task force represented various library support groups, the school community, the business community, City government, community leaders, two teenagers who were members of the Young Adult Advisory Council (YAAC), and interested library customers. A needs assessment was part of the strategic planning process and helped define what services and facilities were required. The *Commitment to Excellence: Library Services 2000-2005* document and process were updated August 21, 2001 with the *Fiscal Year 2001/2002 Tactical Plan. (Attachment 2)*

The *Commitment to Excellence: Library Services 2000-2005* required a re-evaluation of all sites. The Facilities Committee which undertook this task determined that the Mariners Branch Library would need another remodel, and if possible, an expansion. The *FY 2001/2002 Tactical Plan* required a full program for a joint cooperative project with Newport-Mesa Unified School District for expansion of the joint facilities as noted on Page 4 of the *FY 2001/2002 Tactical Plan*.

The Mariners Branch opened in 1963 and was the third branch of in the NBPL system. Mariners Branch Library has been re-modeled several times since then. The last occurred in 1987 when a large patio area was enclosed to form a story time and picture book area for the preschoolers. The branch is short on space and this is resulting in a lack of efficiency in the operation. For example, while there is a children's area, there is no separate Children's Room, and a single reference desk serves both children and adults. A review of the facility was undertaken in 2001. Some, but not all of the needs have been addressed. *(Attachment 3)*

B. Unification of NBPL and NMUSD

The Superintendent of Schools for the NMUSD and the Board of Library Trustees Vice Chair for the NBPL first discussed the concept of a joint use library in December 2000. Official meetings between NMUSD and NBPL representatives began in the spring of 2001 and led to the formation of a Public Library/School District Committee with working meetings on: June 13, June 26, July 10, August 8, August 22, August 30, September 13, September 26, October 16, October 24, November 9, and December 6, 2001. At these meetings, the committee studied the library planning documents and the *Strategic Plan Newport-Mesa Unified School District 1999 (Attachment 4)* and the *NMUSD District Wide School Library Plan. (Attachment 5)*

Members of the Public Library/School District Committee included the Vice Chair of the Newport Beach Board of Library Trustees, the NBPL City Librarian, the NBPL Youth and Branch Services Manager, the Mariners Branch Manager, the NMUSD Superintendent of Schools, NMUSD School Board Members, the Mariners Elementary School Principal, the NMUSD Educational Technology Director, and two other NMUSD School Administrative personnel. The meetings determined a process to follow in order to derive the best possible Library for all the involved parties. Subcommittees were formed from members of this committee, and tasks were assigned to help define a Joint Use Library project.

One subcommittee, that included the Mariners Elementary School Principal, the NBPL Youth and Branch Services Manager, and the Mariners Branch Library Manager, met and drafted a concept document entitled *Mariners Joint Use Library Service*. This plan kept the Mariners Branch Library at its original location, but greatly enhanced services for the both the community and students. The Mariners Branch is approximately 500 feet away from Mariners Elementary, an eight to ten minute walk each way for students. The distance has been discussed by the Mariners faculty as too time consuming to allow students to visit during the school day for needed resources. After studying the *Mariners Joint Use Library Service* plan, the Public Library/School District Committee realized that the best way to maximize the effectiveness of a Joint Use Library would be relocate it adjacent to the school. The final plan evolved, and instead of replacing the existing inadequate Mariners Branch Library on the same site, it was decided to relocate it directly adjacent to the Mariners Elementary School.

C. Meetings of NBPL and NMUSD Personnel

Once the new Mariners Branch Library project was determined to be a Joint Use Library, the NMUSD Director of Elementary Education met with the Mariners Elementary School Media Center (the term for NMUSD school libraries) Clerks in early January 2002 to prepare an overview of the proposed MJUL. The new MJUL had to serve the dual purposes of being both the original Mariners Elementary School Media Center and the Mariners Branch Library. On January 29, 2002, selected members of the Public Library/School District Committee met with Mariners Elementary School Media Center Clerks and Mariners Branch Library Children's Librarians. Together, the group addressed the concerns of both parties as to how the new MJUL could best serve the public, the students, and the faculty. Topics of concern discussed included merging collections, safety issues, volunteers, class visits, and other issues. (*Attachment 6*)

D. Community/Town Hall Meetings

The NBPL and the NMUSD jointly conducted four community meetings in early winter 2001/02, on December 12, 2001; December 20, 2001; February 12, 2002; and February 13, 2002. Meetings were held at both the Mariners Branch Library and the Mariners Elementary School. The meetings were held at night and during the day to try and reach as many residents of the community as possible. Notices of the meetings were posted in local newspapers. Flyers were distributed to all students and customers of the library, and circulated door to door to the residents the service area of both facilities. Library and School officials were always present at the meetings to ensure both agencies were represented. The officials jointly lead the meetings to generate discussion and gather community input. As participants raised strategic points they were placed on flip charts to help encourage further discussion. Written minutes were taken at all meetings and utilized as part of the official record for planning. (*Attachment 7*)

E. Mariners Elementary School Parent Meetings

Parents met with representatives of NBPL and NMUSD at Mariners Elementary School Media Center in November 2001. The MJUL project was presented and parents had an opportunity to ask questions and provide input into the new library. (*Attachment 8*)

F. The Young Adult Advisory Council

The Young Adult Advisory Council (YAAC) was formed in 1994 to act as a focus group to help establish the needs of youth and young adults. Since its formation, the YAAC has been instrumental in providing much needed information about a segment of the population whose needs are ever changing. The valuable input from this group has enabled the NBPL to better serve the needs of teens. In 1998, the YAAC advocated for a Teen Center at the Central Library, and as a result of their advocacy with the NBPL Board of Library Trustees, the Newport Beach Public Library Foundation donated \$50,000 toward the design and furnishings of the Teen Center at the Central Library. At the May 8, 2002, YAAC meeting, the following comments were solicited concerning the teen area in the Mariners Joint Use Library:

- Internet access
- Art gallery
- Make teen area bright, colorful and highly visible to attract teens
- Include teens in the area in furniture selection and collection development
- Have tables and seating for six to eight students
- Shelve Cliff Notes and AP test guides in the Teen Center

The YAAC held a car wash as a fundraiser at Mariners School on June 8, 2002. Plans called for the car wash and a bake sale. The car wash sponsored by the YAAC displayed the commitment of the teens in the area for the new facility. (*Attachment 9*)

G. City of Newport Beach Parks Beaches and Recreation Commission (PB&R)

The PB&R is a City Charter Commission. The Board of Library Trustees Vice Chair addressed the PB&R on November 6, 2001. Commissioners were apprised of the meetings between the NMUSD and the Library regarding a joint use project. Vice Chair Howald stated that the project would include moving the Mariners Library, as well as relocating the tennis courts and sports fields in Mariners Park. The Commissioners encouraged Vice Chair Howald to move forward with the project. (*Attachment 10*)

H. Community Surveys

In addition to community/town hall meetings, community surveys were conducted to help identify the potential needs of a MJUL. The surveys were very useful, and helped define what services and design characteristics citizens desired. The surveys were handed out at all of the community/town hall meetings. The surveys were also made available at the Mariners Branch Library and Mariners Elementary School. (*Attachment 11*)

I. MJUL Building Program Committee

A MJUL Building Program subcommittee was formed from a select group of people from the Public Library/School District committee, Mariners Branch Library staff, and Mariners Elementary School staff, to include those who had knowledge and experience working library-building programs. The members met several times to provide input on the MJUL space allocations and service relationships for the work areas of the new MJUL building. In the planning meetings, the group scrutinized many different various issues and concerns for both the community and school users of the new Public Library building. The major design concerns identified for school users of the MJUL were safety issues. The main community design issues identified were safety concerns, noise, parking, and technology issues.

J. Summit Meeting

On March 8, 2002, a summit meeting was held with officials from the CNB, the NBPL, and NMUSD to discuss a land exchange, a Joint Use Cooperative Agreement, fundraising, and a MJUL project timeline. Officials present at the meeting included: the CNB Mayor, the CNB City Manager, two members of the NBPL Board of Library Trustees, the CNB Community Services Director/City Librarian, the NMUSD Superintendent of Schools, two School Board members, and many other significant CNB, NBPL, and NMUSD personnel. An essential agreement was reached to move forward with the MJUL project.

K. Local Governing Bodies

A number of local governing agencies have been involved during the MJUL project development process. They are listed, along with MJUL meeting dates.

1. NBPL Board of Library Trustees

August 21, 2001	Discussed with adoption of <i>FY 2001/02 Tactical Plan</i>
October 24, 2001	MJUL first officially discussed
November 20, 2001	Motion approved to proceed with MJUL
January 15, 2002	MJUL project discussion
February 19, 2002	MJUL project discussion
March 2, 2002	MJUL project discussion
March 13, 2002	Allocated \$60,000 from the Helen Russell Trust to MJUL project
April 17, 2002	MJUL project discussion, donor categories approved
May 7, 2002	Approved Architectural exterior drawing
May 21, 2002	Motion approved Building Naming Opportunities; and to use an additional \$60,000 from the Helen Russell Trust for the project
June 5, 2002	MJUL project discussion

2. CNB City Council

November 27, 2001	Overview of MJUL project presented by NBPL Board of Library Trustees and NMUSD Board Members
December 11, 2001	Approval of Professional Services Agreement with <i>Thirtieth Street Architects, Inc.</i> of Newport Beach, for Architectural Design Services of MJUL
April 23, 2002	Presentation by MJUL Fundraising Committee
June 11, 2002	Approval of Land Exchange and Joint Use Operating Agreement; Approval of intent to apply and certification of funding

3. NMUSD

February 26, 2002	Overview of MJUL project presented
March 12, 2002	Adoption of Resolution of support for MJUL project
April 23, 2002	MJUL update and fund raising discussion
June 11, 2002	Approval of Land Exchange and Joint Use Operating Agreement

II. COMMUNITY ANALYSIS

Community Analysis – Executive Summary

The MJUL project results from cooperation between two government agencies, the CNB and the NMUSD. There have been many CNB officials, staff, and departments involved in the project.

The NBPL and its Board of Library Trustees have been influential in the development of the project. Both groups contributed significant amount of work to the project, and have been instrumental in establishing the necessary partnerships between all the various public agencies needed to cultivate the project. The many community groups active in the MJUL area, working on this project include Homeowner Associations, Parent Teacher Associations, and Friends of the Library, NBPL Foundation.

The NBPL Mariners Branch Library service area contains 25,615 residents. The demographic characteristics of the community reveal a number of key findings. The MJUL service area has a larger group of adults in the 55 and older age category than both the state and the nation. The service area also has an increasing youth population in the 3-17 year old age category. The economic and education levels of the community users are higher than state and national levels.

The MJUL project will officially service four different NMUSD schools ranging from K-12. In addition, 59% of the students who will use the MJUL are from the City of Costa Mesa (CCM). The economic indicators for CCM demonstrate many of these students come from a diverse economic background. The project will also unofficially serve a number of private schools that are not part of the NMUSD, but are located in the MJUL service area.

Community Analysis

A. Governmental Agencies

City of Newport Beach - CNB was incorporated in 1906 and became a charter city in 1955. The City is 25 square miles of land, 2.5 square miles of bay, and 23 square miles of ocean. Population density per square mile is 4,668.80. The City is a Council/Manager form of government, whose mission is to meet its citizens' needs with the highest quality of service.

There are 742 full-time employees and 900 FTEs. Newport Beach is one of Southern California's most scenic and dynamic communities. It surrounds Newport Bay, well known for its picturesque islands and one of the greatest natural yacht harbors in the world. The bay area and six miles of ocean offer outstanding fishing, swimming, surfing and aquatic sports activities. The City has a permanent population of 75,662. The tourist population averages 20,000 to 100,000 visitors a day. The City has 245 acres of parkland (47 parks) and 237 acres of beaches. There are fine residential areas, modern shopping facilities and a quality school system. A major campus of the University of California is located immediately adjacent to the City and eight other colleges are within a thirty-mile radius. Located 50 miles south of Los Angeles in Orange County, Newport Beach offers one of the finest climates in the United States.

Laws, regulations and policies governing the City are established by the City Council, which has seven members elected by the people of Newport Beach. The City Council meets on the 2nd and 4th Tuesdays of each month in public meetings to debate and set City legislation.

The City Council sets the policies that govern Newport Beach and has the primary responsibility for interpreting the policies, programs, and needs of the City government for the people. The Mayor is elected by his/her fellow Council members and serves in such capacity at the pleasure of the City Council for a term of one year.

The City is also served by a City Manager, hired by the City Council, to oversee the day-to-day operations of the City.

1. Key CNB Elected Officials include:

Mayor	Tod W. Ridgeway
Mayor Pro Tem	Steven Bromberg
Council Member	Garold B. Adams
Council Member	Norma J. Glover
Council Member	John Heffernan
Council Member	Dennis D. O'Neil
Council Member	Gary Proctor

The Community Services Department (which includes the NBPL) has worked collaboratively on the MJUL project with the City Attorney's Office, and the Planning and Public Works Departments.

NBPL is a Division of the Community Services Department. Staff reports to the Community Services Director/City Librarian. The Library is governed by the Board of Library Trustees. The Board of Library Trustees is authorized and empowered by Article VII, Section 708, of the Charter of the City of Newport Beach. The Board of Library Trustees consists of five members, appointed by the City Council, for terms of four years.

The City Attorney acts as the legal advisor and counsel for the City Council, City Boards and Commissions, the City Manager, and all City departments.

The Planning Department is responsible for the long-term development under the City's General Plan.

The Public Works Department is responsible for the design and construction of the City's roads, intersections, bridges, sidewalks, storm drains, and parks. Public Works has three divisions: Administration, Engineering Services, and Transportation/Development Services.

The City Manager is appointed by the City Council. The City's Charter prescribes specific duties to the City Manager, including the power to appoint department directors and to prepare and present the annual budget. The City Manager implements the directions of the City Council to ensure the priorities and interests of the Council are achieved.

2. Key CNB staff

City Attorney's Office	Robin Clauson, Assistant City Attorney
Planning Department	Patricia Temple, Director
Public Works Department	Steve Badum, Director Lois Thompson, Project Manager Rich Edmonston, Transportation/Development Services Manager

3. Key NBPL Board of Library Trustees

Chair	Patrick Bartolic
Vice Chair	Walter G. Howald
Secretary	Harry Hamilton
Trustee	Karen Clark

4. Key NBPL Officials

Community Services Director/ City Librarian	LaDonna T. Kienitz
Youth & Branch Services Manager	Judy Kelley

B. School Agencies

Newport Mesa Unified School District – The NMUSD is located in the second largest county in California, in terms of population. The District covers 58.83 square miles and includes the CNB and CCM as well as other unincorporated areas of Orange County.

The District began operations on July 1, 1966 serving children in kindergarten through twelfth grade (K-12). Currently, there are twenty-two elementary schools, two intermediate schools, four high schools, one alternative education center, and one adult education center in the District, serving 21,138 students.

1. Key NMUSD Officials

District Superintendent	Robert Barbot, Ed.D
Assistant Superintendent	Susan Despenas
Educational Technology Director	Steven Glyer
Elementary Education Director	Bonnie Swann
Mariners Elementary Principal	Pam Coughlin

The Board of Education, comprised of seven elected members, is the governing body of the District, which acts during legally constituted meetings in which a quorum of the Board is present. It derives its powers from the Constitution and Statutes of the State of California. The government of the school is vested in the Board of Education. The Board of Education represents the people of the District. It functions as a goal setting, policy-making, and evaluating body. The Board has complete jurisdiction over the District, its programs, employees, pupils, building sites and equipment. Board members occupy unique roles because they are also citizens, and in some cases, parents. This unique status causes Board members to have a special responsibility when they are acting as citizens or parents because their elected positions carry a great deal of prestige and visibility. Board members are elected by the public to work for the best education interest of all of its students.

2. Key NMUSD Board of Education Officials

President	Judy Franco
Vice President	Martha Fluor
Clerk	Serene Stokes
Secretary	Robert J Barbot, Ed.D
Trustee Area I	David L. Brooks
Trustee Area II	James M. Ferryman
Trustee Area VI	Dana Black
Trustee Area VII	Wendy Leece

The service area of the proposed MJUL project includes the following schools: Mariners Elementary School (K-6), Kaiser Elementary School (K-6), Newport Heights Elementary School (K-6), Ensign Intermediate School (7-8), and Newport Harbor High School (9-12).

All of the above schools in the MJUL service area have School Media Centers (the NMUSD term for a school library) and are staffed by School Media Clerks. Unfortunately, California school libraries are ranked near the bottom of all school libraries in the nation. In addition, the Ensign Intermediate School Media Center is the only one of the above-mentioned schools staffed by an ALA accredited school librarian.

Kaiser Elementary School is the only school in the MJUL area whose student body is made up solely of Costa Mesa residents. Kaiser Elementary School is a feeder school to the Newport Harbor High attendance zone, and so is included in the MJUL service area. The school is within two miles of the proposed Mariners Branch Library. All schools have some percentage of students who reside in Costa Mesa. The percentage breakdowns of Costa Mesa students are as follows:

Newport Harbor High School	36%
Newport Heights	36%
Mariners Elementary School	29%
Ensign Intermediate School	59%
Kaiser Elementary School	100%

Table 1Mariners Elementary School Enrollment by Ethnicity and Gender

Ethnicity	No. of Students	Percentage
American Indian	1	0.1
Asian	14	1.9
Pacific Islander	2	0.3
Filipino	1	0.1
Hispanic	72	9.8
Black	3	0.4
White	643	87.4

Grade	Male	Female	Total
K	62	50	112
01	52	61	113
02	51	45	96
03	74	43	117
04	49	54	103
05	54	53	107
06	44	44	88
Total	386	350	736

Mariners Elementary School was constructed in 1960 and has 736 students. The facility consists of a main building with 6 interconnected wings that house 28 regular classrooms. Expansion of the student body has led to the addition of 8 portables, of which 6 are classrooms; 1, a before and after school care facility; and 1, the School Media Center. The average class sizes are: Kindergarten – 20, Grades 1-2 – 19, and Grades 3-6 – 30. Mariners Elementary has a 30-station computer lab. The latest IMAC equipment was purchased in 1999 using a one-time site money grant from the State of California supplemented by dollars from the PTA. Mariners Elementary has active an Teacher and Parent Technology Committee that meets regularly to give recommendations for technological purchases, evaluate software programs, and make technology-related curricular decisions. All students at Mariners Elementary use the Computer Lab at least once a week and there are several computers and printers in all classrooms.

C. Community Organizations

There are a number of different types of community organizations located in the Mariners Branch Library service area. Library related community groups include the Literacy Advisory Council, the NBPL Foundation, the Friends of the NBPL, and the YAAC.

The following are Homeowners Associations located in the project area: Bayshores Community Association, Castaways Homeowners Association, Cliff Haven Community Association, Dover Village Community Association, Mariners Community Association, Newport Heights Community Association, Newport Towers Homeowners Association, Saint Andrews Village, and Westcliff Villas.

There are school related community organizations in the MJUL area, which include the Mariners Elementary School Parent Teacher Association (PTA), the Newport Harbor High School PTA, and the Mariners School Foundation. Other key community organizations include are Speak Up Newport, the Costa Mesa Orange Coast Lions Club, and the Sons of the American Legion Squad 291. The only business association in the service area is the Mariners Mile Association.

D. Demography

The CNB community population of the MJUL project service area in 1980 was 23,079. The population grew by 11% between 1980 and 2000, and the service area currently has 25,615 residents. According to the Center for Demographic Research at California State University Fullerton, the population of CNB is projected to grow 17% by the year 2020. At this rate, the MJUL project service area will increase to 30,021 residents in the year 2020. It is important to note that while the general population of the MJUL project service area grew 11% between 1980 and 2000, the school population increased by 13%. The trend of the school age population outpacing the general population is expected to continue in the next 20 years. The community population of the MJUL project service area also has a much larger percentage of residents 55 years and older than both the state and the nation.

Table 2Mariners Branch Service Area Population By age

Age	Mariners Branch Service Area	California	United States
Under 5 years	1,049 or 4.1%	2,486,981 or 7.3%	19,175,798 or 6.8%
5 to 19 years	2,896 or 11.3%	7,747,590 or 22.9%	61,297,467 or 21.8%
20 to 54 years	13,922 or 54.4%	17,427,326 or 51.5%	141,682,204 or 50.3%
55 years and over	7,748 or 30.2%	6,209,751 or 18.3%	59,266,437 or 21.1%
Total	25,615 or 100%	33,871,648 or 100%	281,421,906 or 100%

(2000 U.S. Census)

The MJUL project service area community users are located in the CNB. The per capita income in the CNB is \$63,015, which is higher than the state's \$22,711 and the nation's \$21,690 (2000 U.S. Census). The CNB unemployment rate of 2.3% is also lower than the state rate of 6.3% and the national rate of 5.7% (State of California Employment Development Department April 2002 figures). The percentage of the population below the poverty level is 4.4%, compared to the state figure of 14.4% and the national level of 12.5%. There are 39,690 employed residents age 16 years and older in CNB. (2000 U.S. Census) It is important to note that there is a higher level of people employed in management and professional positions in CNB than at the state and national level. The median property value in CNB is \$708,200. This is higher than median property values in California of \$211,500. (2000 U.S. Census)

Table 3Job Category Percentages

Occupation	Newport Beach	California	United States
Management, professional, and related occupations	57.9%	36%	33.3%
Sales and office occupations	28.9%	26.8	26.7%
Service occupations	15.1%	14.8	15.1%
Farming, fishing, and forestry occupations	0.1%	1.3	.7%
Construction, extraction, and maintenance occupations	2.7%	8.4	9.5%
Production, transportation, and material moving occupations	3.2%	12.7	14.7%

The MJUL project will also serve school users from four NMUSD schools, at which there are 2363 students, or 51%, who live in the CCM. The median property value in the CCM is \$273,100 compared to the state value of \$211,500. The per capita income of CMM residents is \$23,342, compared to the state figure of \$22,711 and the national figure of \$21,690 (2000 U.S. Census). The poverty rate in the CCM is 12.6%, compared to the state rate of 14.2% and the national rate of 12.5%.

According to 2000 United States Census data, community users in the MJUL project service area have attained higher education levels than those of the state and the nation. Residents have high expectations that their children will receive an excellent education, and part of that expectation includes having a high quality library to support an educational environment.

Table 4Local, State, and National Education Levels

Area	Residents without a high school diploma (Age 25 and older)	Residents with post secondary degrees (Age 25 and older)
Newport Beach	3.3%	58.5%
California	23.2%	26.6%
United States	18.4%	25%

In 1992, the U.S. Department of Education commissioned the National Adult Literacy Survey (NALS) to be updated by 2002. The study found that 21-23%, or 40-44 million of the 191 million adults in the United States, functioned at the lowest level of literacy skills. In comparison, 24% of California adults are at the lowest literacy rate according to the NALS. A 1996 study conducted by Port State University found that 20% of adults in Orange County functioned at the lowest level. Figures are not available at the city level for California. However, there are 87 adults enrolled in the NBPL Literacy Program.

The average California Academic Performance Index (API) scores for public schools are a state criteria used to measure academic performance. The target scores for the State of California are 800. Although some the schools in the MJUL project service area are currently below the target number, the elementary schools in the MJUL service area are above the statewide median elementary school score of 690. Ensign Elementary scored 739 and Kaiser Elementary scored 769. Mariners Elementary scores above the 800 target at 868. Newport Harbor High School scored 753 and is also above the statewide high school median of 636. (California Department of Education, January 16, 1002)

Table 5California API Scores by School

School	API 1999	API 2000	API 2001	Enrollment
Harbor High School	733	719	753	1,928
Ensign Middle School	719	761	739	1,146
Kaiser Elementary	757	790	769	780
Mariners Elementary	868	877	886	736
Newport Heights Elementary	809	800	842	667

III. ANALYSIS AND DISCUSSION OF COMMUNITY CHARACTERISTICS

Analysis and Discussion of Community Characteristics – Executive Summary

There are a number of important community characteristics that help define the needs of the MJUL project. The project is a joint use venture between the CNB and the NMUSD, and has to meet the needs of two different groups of users. One group of users is the community residing in the Mariners Branch Library service area. There are 25,615 people in this area of the CNB.

The community users of the MJUL project can be generally described as financially comfortable, well-educated group of people who therefore have high expectations for Library service. The proportion of people in the MJUL project area with a post-secondary degree is above both the state and national level. As well, the community has a growing school age population. This is due to young families moving to the area to take advantage of housing opportunities created by the changing housing needs of the older adults in the area whose children have usually left home. The community demographics demonstrate a strong need for the MJUL project to provide educational service for youths.

There is another interesting characteristic of the group community users in the MJUL project area. In addition to the growing youth population, the area currently has a larger proportion of adults aged 55 and older than both the state and nation. This means the MJUL will need to have a balanced collection of materials that can accommodate the needs of the both young users and the adult users.

The second user group of the MJUL are the student populations of four NMUSD schools. While this group of users will also benefit from the education and youth materials the community users require, there are additional student specific needs. The student users require resources such as English as a Second Language programs. Some of these special needs arise from the demographic differences between the CNB and the CCM. The CCM is not as affluent as CNB, and the 59% of the student population who live in the CCM come from an economically and culturally diverse background.

The last important community characteristic is the high level of community participation exhibited in MJUL area. There are many community groups, such as Homeowner Associations, PTA's, and Library oriented support groups. The various community groups have started the "Build a Mariners Library Fund" to help assist with project costs. The fundraising committee has met its goal of \$1,000,000. The fundraising effort demonstrates the communities' commitment to the MJUL project. This kind of community support is indicative of how valuable the new MJUL will be to both groups of users, and of how successful the project will be. It is certain that the MJUL will perform a vital community service for years to come.

Analysis and Discussion of Community Characteristics

A. Government, School, and Community Organizations

The MJUL project involves a collaboration of two government agencies, the CNB and the NMUSD. The service area of the project includes 25,615 community users from the CNB, and students from four NMUSD schools. There are 13,152 housing units in the area, including single-family homes, condominiums, and apartments. There are three large churches located in the MJUL project service area. The MJUL project community also includes 5 small-medium sized retail areas, a large hospital with a number of surrounding medical complexes, and an area of light industry.

The NBPL has been one of the most active government agencies working to create the MJUL project. The NBPL system endeavors to meet the current and future needs of its users. The effort has its foundation in the NBPL vision statement, which is:

"We see the NBPL as the cultural, educational, and informational heart of the City, providing a variety of exceptional services for all ages supported by state-of-the-art library technology. Further, that it will be recognized as the finest library for a city of its size in the United States, both in the eyes of its community and according to nationally recognized library surveys."

The NBPL spent \$4,106,052 in FY 2001/02 for Library Services. According to Hennen's American Public Library Rating (HALPR), the NBPL is ranked third in the country on fifteen service indicators for its population size. The Library's support groups, the NBPL Foundation, the Friends of the NBPL and the Literacy Advisory Council assist with the provision of excellent service through the donation of approximately \$350,000 annually.

Although the NBPL receives large donations, the MJUL project will still need a grant award from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. The residents' past history of financially supporting cultural and educational institutions and programs demonstrates the residents' dedication to creating a vital community library. The residents have also shown significant support of the current MJUL project, and have raised their established goal of \$1,000,000 to contribute to the project. The funding has been organized through the a grassroots, "Build a Mariners Library Fund." Over 600 members of the community have contributed to the fund. Fundraisers organized coffees at individual homes to answer questions of residents and school parents as well as to solicit funds. Individuals also held cocktail parties in their homes for the purpose of educating neighbors and soliciting support.

MJUL project funding needs were first identified in the visioning process that led to the Library's strategic planning document, *Commitment to Excellence" Library Services 2000-2005*. The need for Mariners Branch residents to solicit funds to assist with the renovation and possible expansion of the branch was a key factor in the decision to seek a grant award for the MJUL project. The Public Library/School District Committee formed the "Build a Mariners Library Fund" Committee. The Honorary Chair is former Senator Marian Bergeson; Theresa Burke Chase and Chris Wilkinson are co-chairs. Both Chase and Wilkinson are active in the Mariners Elementary PTA and the Mariners School Foundation. In response to the needs set forth by task forces, and interest groups, members of the "Build a Mariners Library Fund" Committee used a brochure which included the following points to raise funds for the project: (*Attachment 12*)

- Expand print, electronic, and audiovisual collections for children, teens and adults
- Add 30 additional Personal Computers (PC), including 12 reserved for children
- Build a new teen center with study area and young adult resources
- Extend library operating hours
- Add additional staff
- Design a quiet adult section
- Create a separate children's reference desk
- Build a story time room that doubles as a classroom
- Build a new parking area

The residents' commitment to the MJUL project stems from the family oriented atmosphere in the area. Residents can generally be described as having a strong sense of community. Parents are very active volunteers, in both educational and extra circular efforts, and donate time, as well as funding, to various school organizations and community groups. The large collection of community organizations ranges from Homeowner Associations to Parent Teacher Associations.

The Mariners Elementary School Parent Teacher Association (PTA) is one example of an extremely active community group. The Mariners Elementary PTA helps provide students with an enriched extra-curricular program that includes field trips, assemblies, and an Art Master Program. The Mariners Elementary PTA helps supply additional instruction by funding a Reading Teacher and a P.E. Teacher. The Mariners PTA has actively supported the MJUL project with a \$5,000 donation to "Build a Mariners Library Fund". Mariners PTA members have also been very involved with the campaign and publicity efforts to promote the MJUL.

The Mariners School Foundation is another important community group of parents and community leaders. This group raises funds to provide a school science program that consists of weekly science lessons taught by a specialized teacher. The funds were also used to purchase materials and additional training for all of the schools regular science teachers. The Foundation has also made a donation to the MJUL with a pledge of \$5,000 to the "Build a Mariners Library Fund".

The Citywide organization Speak Up Newport has also been involved with the MJUL. Speak Up Newport is a nonpartisan, nonprofit group dedicated to the promotion of social welfare, education, and the improvement of local government. Speak Up Newport has assisted with many MJUL events and has been supportive of the project since its inception. Other citywide community groups that have been supportive of the MJUL project include the Costa Mesa Orange Coast Lions Club and Sons of the American Legion, Squad 291.

There are a number of library support groups in the current Mariners Branch service area. The groups are comprised of members of the community who take an active involvement in fundraising to enhance library services. The NBPL Foundation has contributed \$40,000 and the Friends of the NBPL, \$25,000 to the "Build a Mariners Library" fund." The YAAC, a council comprised of teens, has participated in focus groups and conducted a car wash and bake sale, and raised \$500 funds for the MJUL project.

B. Demography

An analysis of the CNB demographics manifests several important factors for the MJUL project. The community users in the project service area reside in the CNB, and are fairly affluent and well educated. The per capita income is higher than both the state and national level, 58.5% of residents 25 years or older have a college or advanced degree, and 57.9% of employed residents have managerial or professional occupations. Community users of the MJUL project have high education expectations, and desire a library that can meet these needs.

In addition, the Center for Demographic Research at California State University Fullerton projected the CNB to grow 17% by the year 2020. While the general population of the area grew 11% between 1980 and 2000, the school population increased by 13%. This trend is expected to continue during the 2000-2020 period, which will contribute the high expectations for the MJUL to assist with their children's educational attainment.

The youth and educational material needs for the MJUL project must be balanced with another demographic finding. There are a high percentage of people over the age of 55 in the area, higher than both the state and nation. This group of community users is gradually leaving the area, because their children are grown and leaving home. The exodus helps create housing opportunities for youth families coming to the area, but this is not an instantaneous transition. So, the MJUL project will require a balanced collection of adult and youth material.

There are also interesting findings regarding the group of school users the MJUL project will serve. According to statistics compiled by the National Center for Education Studies, 47.8% of school children in California are eligible for the free/reduced lunch rate program. The free/reduced rate lunch program is indicative of poverty levels. The MJUL project service area has a significant number of students eligible for the program. NMUSD figures show that 20%, or 1049 out of 5,257 students, are involved in the free/reduced lunch rate program. In addition, although exact figures are not available, librarians at the Mariners Branch note that some families use the facility for home schooling.

While the MJUL project will be geographical located in a fairly affluent City, the service area includes schools from both the CNB and the CCM. Although the overall poverty rates for the CNB are fairly low at 4.4%, the poverty rates for the CCM are much higher at 12.6%. The CCM poverty rate is higher than the national rate, and students from this City come from a much more diverse background, both economically and culturally, than typical CNB residents. The mix of demographics presents a challenge to both the NMUSD and the MJUL project. The unique needs of students in both communities must be reflected in the plan of service.

The NMUSD also faces the demographic challenge in its own development of District priorities. The District has a strong commitment to education, evidenced in the NMUSD vision statement, which begins:

"The vision statement of the Newport-Mesa Unified School District is to provide a world-class education for every child, every day..."

Consequently, the NMUSD spends \$6,427.00 on every student each year (Orange County Department of Education). This funding per student level is ranked third in Orange County. The MJUL project is another creative attempt by the NMUSD to maximize resources for its students. The proposed MJUL meets the service needs of the school district by supplementing the school curriculum and by complementing the district's goal of information literacy.

Both the NBPL and NMUSD reflect the community value placed on education through their visions statements and commitments to service. Both organizations have engaged in strategic planning to ensure the MJUL project will be a successful endeavor that enhances library service to community and school users. In addition, the citizens involved in both groups have also made strong commitment to the MJUL project. This commitment has been made through volunteer hours and a significant amount of funds invested for the project. The citizens seek to ensure that the MJUL project will give them the highest quality library services for themselves, their families, and the community.

IV. ANALYSIS OF LIBRARY SERVICE NEEDS

Analysis of Library Service Needs – Executive Summary

The analysis used to reveal the service needs for the MJUL project included the NBPL strategic planning process, the NMUSD strategic planning process, the Community/Town meetings, and the surveys completed by citizens. The service needs identified included the need for additional shelving to accommodate the increased youth materials, additional space for PCs, and more parking. As well, the MJUL project will need designated spaces for youth, teens, and adults, and comfortable seating in all spaces. The technology services of the new library will need to be improved and the need for more computers was specifically raised. The MJUL will require a community room to ensure that the library continues to serve as a community center. Finally, the MJUL will require a varied collection of materials to serve community users, and the many educational needs of the student users.

Analysis of Library Service Needs

A. The MJUL Facilities

The improvement of facilities ranked high in the NBPL's *Commitment to Excellence: Library Services 2000-2005*, the NMUSD's planning process, in the Community/Town Hall meetings, and in the public surveys. The original Mariners Branch Library was built in 1963, but the facility has been remodeled a number of times since then. The last work was done 1988 when a large patio was enclosed to create an area for pre-schoolers. This reflects the composition change in the neighborhood from an aging community to a community of young families.

The shifting demographics resulted in an increase in enrollment at Mariners Elementary School as well. In order to meet the needs for more classrooms at the Mariners Elementary, the School Media Center was moved to a 1,300 square foot portable in 1999.

Both the Mariners Branch and the School Media Center are currently lacking additional shelf space. Additional shelving will need to be added to the new MJUL in order to accommodate the size of the children's collection required when the two facilities are combined. There is also not enough space for additional PC's. The need for new technology was identified in all assessments, however the size limitations of both the current facilities prohibit the installation of additional terminals.

Parking was identified as both a safety issue and a facilities issue in the Library's task force and in Community/Town Hall meetings. The current Mariners Branch facility has parking for 31 cars. The parking area is shared with people attending activities in Mariners Park and at the present time there is no library specific parking. The parking facilities at the new library will be expanded to meet the demands of the customers of the library.

Mariners Branch Library is on Dover Drive between Mariners Drive and Irvine Avenue. Traffic levels are fairly high in the area. The Dover Drive Average Daily Trip (ADT) rate is approximately 9,000 cars a day, the Mariners Drive ADT is approximately 3,000 cars a day, and the Irvine Avenue ADT is approximately 22,000 cars a day. The busy areas cause a safety problem for pre-schoolers, school age children, and aging adults.

B. Youth Services

In the *Fiscal Year 2001/2002 Tactical Plan* update, the Board of Library Trustees added Goal 6 states "Service to Youth: To provide effective quality library services to the youth of the community; provide resources for their years of development; and to promote the understanding of the library as a source of life-long learning." Objective 6.1 states "Invest time and resources into cross partnerships with the schools." The vision of the NMUSD is "The vision of the Newport-Mesa Unified School District is to provide a world-class education for every child, every day. We will accomplish this through our dedication to: ...Providing an challenging, nurturing, and active learning environment for all our children that ensures educational success, a life-long desire to learn, and personal and civic responsibility." The combination of these measures will produce a well-rounded youth program.

Community/Town Hall meetings stressed the need for a distinct children's area designed with space for younger and older children, as well as the need for a separate teen space. There is also a strong commitment by parents in the community to ensure that their children receive a quality education. Complimenting the curriculum at school, the new library can offer the resources of the entire NBPL system and online databases. The MJUL will assist students with homework by expanding available resources for educational enrichment.

In Town Hall meetings and the findings of various task forces, the need for a new teen center with a distinct study area and young adult resources was identified. The Mariners Branch service area includes students from Ensign Intermediate School and Newport Harbor High School. The requested teen area is patterned on the successful Teen Center at the NBPL's Central Library. The YAAC has been involved in the planning of the new facility and offered insight often overlooked by adults.

C. Technology

The *Commitment to Excellence: Library Services 2000-2005*, the Community/Town Hall meetings, and the NMUSD Strategic Plan all identified the need for the MJUL to provide state-of-the-art technology. The present Mariners Branch has only ten adult PCs and two filtered computers for children. The Library filters children's PCs using N2H2. In a highly educated community, residents expect their library to have equipment and databases to match their educational, informational, and research needs.

The NMUSD Strategic Plan Strategies lists a vision: "We will infuse technology into all facets of our educational program, ensure the use and mastery of technology as a tool for learning, and integrate technology throughout the curriculum." The NMUSD recently purchased one computer for the Mariners Elementary School Media Center to support the Accelerated Reader Program. Once a student has read a chosen book, they go to a computer and take a test on the book they read. While this is progress, there are many other computer needs. Currently there are three computers with the Mariners Elementary School Online Public Access Catalog, and one with access to the Internet and the Accelerated Reader Program in the School Media Center. In the NMUSD *District-Wide School Library Plan* the following mission statement is found that will help achieve technology goals:

"Literacy for the Twenty-first Century includes three components: reading, information and technology. NMUSD School Media Centers will support these components of literacy. NMUSD School Media Centers will provide a setting where all students and staff at every site are given the necessary skills to locate, analyze, evaluate, interpret, and communicate information and ideas in an information rich world."

D. Community Center

In Community/Town Hall meetings and during meetings of the Public Library/School District Committee, participants recognized that the library should serve as a community center. In the development of the concept of the library as a community center, the need for a well-designed community room was emphasized. Local residential associations, youth groups such as scouts, service groups, and school support groups need a place to hold meetings. The community room would serve as an area for topics of interest at the local, state, and national level.

The Library serves as a meeting place for local residents who often come to browse magazines and read national newspapers. A comfortable reading area within the new MJUL will fulfill the needs of seniors meeting neighbors, and young parents meeting each other with their children. Sarah Ann Long's choice of "Libraries Build Community" was the theme for her 1999-2000 ALA presidency emphasizes the importance of community to libraries. Good libraries serve more than just the educational and informational needs of users; good libraries offers people an opportunity for socialization, both the young and the old.

Local children groups like KidScene, the after school homework project utilizes the current community room, which has 50 children enrolled at the current Mariners Branch Library.

E. Collections

At the Public Library/School District meetings, Parents meetings, and a combined meeting of library personnel, a need was identified for the MJUL project to provide materials in the children's section that would complement school curriculum. There is a crucial need to balance the library's collections between the needs of the community and the needs of the schools. The need will be addressed by carefully establishing the Library's collection development policy. The NMUSD's *District-Wide School Library Plan* states the following important collection goals to assist in this matter:

- Provide relevant and enticing books and resources for students which reflect the demographics of the schools
- Serve a wide variety of interests and needs
- Contain materials to support whole courses of instruction
- Provide specific resources that emphasize individual units of instruction

The need for the library's collection to address the educational needs of home-schooled children was mentioned at the Community/Town Hall Meetings as well.

V. SERVICE LIMITATIONS OF EXISTING LIBRARY FACILITIES

Service Limitations of Existing Library Facilities – Executive Summary

Both the Mariners Branch Library and the Mariners Elementary School Media Center have exceeded their physically operating capacities. The library was not designed for current and future user levels. The School Media Center is a modular, temporary facility. The new MJUL project will provide an excellent solution to the existing service limitations of the current facilities.

Service Limitations of Existing Library Facilities

The current Mariners Branch Library serves a busy and active community. The library was originally built in 1963 and has seating for 57 customers. The population in the Mariners service area has increased 11% from 1980 to 2000. The increase in population and the demand for new services, necessitated by the rapid rise in technology, has made the existing facility inadequate. The current Mariners Branch can no longer serve the needs of its users in the existing structure. The current Mariners School Media Center is also unsatisfactory, being run in a 1,300 square feet portable.

The limitations of the existing facilities are evidenced by the insufficiency of many critical services. Noise levels after school in the Mariners Branch are extremely high and make it difficult for students to study and inconvenient for adults. There is no quiet study area in the existing facility, nor is there room for one. In the Mariners Elementary School Media Center, there is only room for one class to attend the library at a time.

Within the Library service area boundaries there is a high school and a middle school. The existing Mariners Branch Library is too small to accommodate a Teen area and support a strong Young Adult program. Local teens have requested a teen center in the proposed library. There currently is not a separate story-time area, which also limits the type and quality of children's' programs.

Both the current library facilities lack the infrastructure to support increased numbers of Personal Computers. The limited number of PCs in the Mariners Branch restricts customer access to the Library's databases. Wiring in the existing facility is also outdated and additional bandwidth is needed to support quality graphics and video.

Information literacy is a major goal of the NMUSD, but at the present time the children have limited access to computers in the School Media Center. There is no available space for additional PCs, and so the faculty's and the students' development of computer based information skills is suffering.

The increase in the collection of AV materials to fill customer demand is hampered by inadequate space to install appropriate shelving. Back issues of magazines need to be kept in the staff workroom, which limits customer access to these materials. Space constraints limits the number of nonfiction material available to the student population. Therefore, both facilities will benefit from the construction of the new MJUL project.

VI. PHYSICAL LIMITATIONS OF EXISTING LIBRARY FACILITIES

Physical Limitations of Existing Library Facilities – Executive Summary

The same conditions that hamper the delivery of library services at the Mariners Branch Library and the Mariners Elementary School Media Center, limit the physical ability of these facilities to function efficiently. Both buildings have exceeded their operating capacities. The almost 40-year old library was never intended to serve the current population, and it will not be able to serve the projected future customer base. The School Media Center, as previously mentioned, is not even a permanent building. Thus, there is no question that new MJUL project will be a vast improvement over the existing facilities.

Physical Limitations of Existing Library Facilities

The outside of the Mariners Branch Library building is constructed of brick and has started to erode. The 1960s style flat roof has design has caused multiple water leakage problems over the years. There has also been water seepage through the foundation of the existing structure. Although the building is regularly tested and sprayed for termites, they continue to be a plague the site.

The library's air conditioning/heating system was installed over ten years ago. The system was poorly designed, produces uneven temperatures, and is not energy efficient. In fact, old ducts from previous system arrangements still remain in the floor, creating flow challenges.

There are currently 31 parking spaces at the Mariners Branch Library, which are shared by the adjacent public park. Surveys of the customer base consistently cite parking as one of the major issues that needs to be addressed by the new MJUL project. Currently customers often park across busy Dover Drive, and consequently have to jay walk to get to the library.

Other spaces needs relate to the structural layout of the current Mariners Branch building, which hampers staff's line of vision to the children's area, as well as to other sections of the library. Acoustics are very poor and cause a high noise level that is very disrupting to both staff and customers. For hearing impaired customers, the library can be a difficult experience.

The Mariners Branch Library has reached the limits of growth/expansion. There is simply no more room available to expand computer space, and computer use has become a priority for the facility. In addition, the access to the collections is increasingly obstructed. While the Mariners Branch Library meets current ADA requirements, books are shelved on the top and bottom shelves thereby causing problems for the physically able as well as the disabled to retrieve materials.

The Mariners Elementary School Media Center has no room for growth. There is no room to expand the collections or to add PCs for student use. The acoustics in the structure are also poor. Books are shelved on high shelves making it impossible for young students to retrieve materials without assistance. The Center, which is in a temporary facility, was not designed to serve 736 students full time.

The completion of the MJUL project is the best way to solve the physical limitations of both facilities.

VI. SPACE NEEDS ASSESSMENT

A. Current Status of Library Collection

The Mariners Branch Library collection (55,000 items) is comprised of popular library materials, adult fiction and non-fiction titles, and children's materials. Young adult titles (1% of the branch collection) are interfiled in the adult collection. The popular library contains new books, books on cassette, books on compact disc, videos, DVDs, music on CD, paperbacks, and periodicals. The new titles in the popular library have the highest circulating figures of the entire collection with 60-80% of the titles in circulation.

The older fiction and non-fiction titles have lower circulation figures in the 7-10% range. The fiction and non-fiction collection consists of best selling titles that have been "moved" out of new and titles of current interest to the population of the community. Approximately half (48%) of these titles were added at least 10 years ago. There is a direct correlation between the underutilization of the collection at Mariners and the age of the collection. The young adult materials also have high circulation when new, low circulation later.

New picture books and easy readers are the most popular books in the children's collection with the highest percentage of children's books in circulation, 70%. Older picture books and easy readers continue to circulate well. This is in contrast to fiction, mystery, science fiction, and non-fiction children's titles. Older children's titles follow the same pattern as the adult titles. Circulation drops considerably when titles are no longer new and the collection ages. Children's media: video, DVD, books on cassette and music on CD have 30-50% of the collection checked out.

The Mariners School Library contains 14,531 items. Non-fiction titles make up 37%, fiction titles 36%, easy readers 24% and biographies 3%. Circulation statistics are not available from the school library. The number of volumes includes "birthday books" and classroom collections. These two collections will be retained in the school. It is anticipated that 9,000 to 10,000 volumes will be relocated to the new library. The new MJUL will combine the school library collection and the public library collection.

Older titles at the Mariners Branch Library will be evaluated and weeded heavily. The adult collection will focus on high interest, high demand, popular library materials by emphasizing new books, books on cassette, books on compact disc, videos, DVDs, music on CD, magazines and newspapers. Adult reference needs will be met by the availability of online databases and with support from the Central Library.

B. Collection Development Guidelines

"The mission of the NBPL is to provide materials and services to meet the cultural, educational, and informational needs of the community," as stated in the *Newport Beach City Council Policy I-16 – Collection Development Policy (Attachment 13)* and the *Guidelines for Collection Development. (Attachment 14)* These two documents provide standards and criteria for developing and maintaining collections. The new MJUL collection will include general reference materials and materials of wide general use for circulation. Online databases will be available at the branch and KidScene homework center. Children's collections will address the needs of newborns through students in the twelfth grade. Materials are selected to stimulate learning by the pre-school child

and the beginning reader, to fill the recreational and informational needs of older children, and to supplement school assignments.

While the new MJUL serves all ages, the library will house specific collections to meet the needs of the students of the Mariners Elementary School. The new library will incorporate the Accelerated Reading Program, a literature based reading program that matches books with reading levels. The library will also contain multiple titles of books on the *California Department of Education. Recommended Literature K List*. The new library will incorporate the goals and values of the school library.

Table 6

Summary of Projected Collections

Category	Projected Total Volumes	Percentage in Circulation	Projected Volumes on Shelf
POPULAR LIBRARY	9,821		6,087
New Books	2,420	50	1,210
New Books Face Out	20	50	10
Paperbacks	900	10	810
Adult Video/DVD	2,601	45	1,431
Music/CDs	2,070	20	1,656
Audio Books	1,680	50	840
Magazine Titles	120	0	120
Newspaper Titles	10	0	10
TOTAL ADULT FICTION COLLECTION	7,095		6,385
Fiction/Western	4,000	10	3,600
Mystery	2,520	10	2,268
Large Type Books	575	10	517

Category	Projected Total Volumes	Percentage in Circulation	Projected Volumes on Shelf
TOTAL ADULT NON-FICTION COLLECTION	12,650		11,520
Adult/Young Adult	10,000	10	9,000
Biography	1,300	10	1,170
Reference	1,300	0	1,300
Ready Reference	50	0	50
YOUNG ADULT COLLECTION	1,000		900
Fiction	500	10	450
Paperbacks	500	10	450
CHILDREN'S COLLECTION	28,170		24,072
Picture Books	4,200	15	3,570
Easy Readers	3,700	30	2,590
Fiction	6,545	10	5,890
Non-Fiction	11,400	10	10,260
Paperback	1,000	20	800
Reference	300	0	300
Video/DVD	700	45	385
Music/CDs	175	15	149
Audio Books	150	15	128

Table 7
Shelving of Library Collections

Category	Projected Total Volumes	Volumes/ Linear	Shelving		Total Square Footage
			Unit Qty	Sq Ft	
ADULT/YOUNG ADULT	24,892	9			1,680
Adult Book Cassette 36" Aisle FD 66"H Steel Shelving w/8 Shelves	840	10	4	18	72
Audio Compact Disk 36" Aisle SF 66"H Steel Shelving w/5 Shelves	1,656	25	5	12	60
Biography 36" Aisle DF 90"H Steel Shelving w/14 Shelves	1,170	8	4	18	72
Current Magazines 36" Aisle DF 66"H Magazine Display Shelving w/6 Shelves	120	1	7	18	126
Current Newspapers 36" Aisle DF 66"H Magazine Display Shelving w/6 Shelves	10	1	1	18	18
Fiction 36" Aisle DF 90"H Steel Shelving w/14 Shelves	3,600	8	11	18	198
Large Print 36" Aisle SF 90"H Steel Shelving w/7 Shelves	517	8	4	12	48
Mysteries 36" Aisle DF 90"H Steel Shelving w/14 Shelves	2,268	8	7	18	126
New Books 36" Aisle DF 66"H Steel Shelving w/10 Shelves	1,210	8	6	18	108
New Books (face out) 42" Aisle DF 58"H Bookstore Display Shelving	10	1	1	30	30
Non-Fiction 36" Aisle DF 90"H Steel Shelving w/14 Shelves	9,000	8	27	18	486
Paperbacks 36" Aisle SF 45"H Steel Shelving w/3 Shelves	810	16	3	12	36
Ready Reference 36" Aisle SF 45"H Magazine Display Shelving w/3 Shelves	50	6	1	12	12

Category	Projected Total Volumes	Volumes/ Linear	Shelving		Total Square Footage
			Unit Qty	Sq Ft	
Reference 36" Aisle DF 90"H Steel Shelving w/12 Shelves	1,300	6	8	18	126
Video Cassette 36" Aisle DF 66"H Steel Shelving w/10 Shelves	1,431	10	5	18	90
Young Adult Collection 36" Aisle SF 66"H Steel Shelving w/4 Shelves	450	13	3	12	36
Young Adult Paperbacks 36" Aisle SF 66"H Shelving Unit w/5 Divider Shelves	450	16	3	12	36
CHILDREN/JUVENILE	24,082	14.5			1,266
Audio Cassette/CD 36" Aisle SF 66"H Steel Shelving w/5 Shelves	277	19	2	12	24
Current Magazines 36" Aisle SF 45"H Magazine Display Shelving w/2 Shelves	10	1	2	12	24
Easy Readers 36" Aisle DF 45"H Steel Shelving w/6 Shelves	2,590	20	8	18	144
Picture Books 36" Aisle DF 45"H Steel Shelving w/6 Shelves	3,570	20	10	18	180
Reference 36" Aisle SF 66"H Steel Shelving w/5 Shelves	300	8	3	12	36
Juvenile Fiction 36" Aisle DF 66"H Steel Shelving w/10 Shelves	5,890	13	16	18	288
Juvenile Non-Fiction 36" Aisle DF 66"H Steel Shelving w/10 Shelves	10,260	13	27	18	486
Juvenile Paperbacks 36" Aisle SF 66"H Steel Shelving w/5 Shelves	800	16	4	12	48
Video Cassette 36" Aisle SF 66"H Steel Shelving w/5 Shelves	385	10	3	12	36
Totals	48,974	11.03			2,946

C. Reader Seats

1. Children's Room

Lounge furniture consists of 2, two-person seats for parent/child seating. There are 3 additional lounge chairs for the children and/or adults to use in the room. There will be 32 chairs at 4-place tables, which will be a sufficient to seat a complete class from the Mariners Elementary School during the day. There will be 8 computer workstations with seating for use by the children. In the program room there will be sufficient space for a class of students to be seated on cushions (30) on the floor.

2. Teen Corner

The Teen Corner would include seating for 8. This would include lounge seating for 2, seating at tables for 4 customers, and 2 computer workstations with chairs.

3. Adult Area

Lounge seating for 12 customers as well as 32 seats at 8 study tables will be provided in the Adult section. There will be 22 computer workstations with chairs.

Calculations for the above three areas were:

- Based on a service population of approximately 25,000 the building will provide 6 seats per 1,000 customers.
- Assigned square footage for the adult area as calculated using Libris Design may vary from actual numbers submitted by architect.

Children's Lounge Seating – single seat	25 sq. ft.
Children's Lounge Seating - double seat	30 sq. ft.
Children's Seating @ 4-place Table	80 sq. ft.
Computer Workstations	40 sq. ft.
Adult Lounge Seating	35 sq. ft.
Adult Seating @ 4-place Table	100 sq. ft.

D. Technology

1. Computer/Telecommunications Room

This room will have the telecommunications backboard, several telecommunications switches, a print server, and a universal power system.

2. Children's Area

This area will have 2 staff computers, 11 public-use computers, 1 networked copier/printer for staff, and a public print station with laser printer. It will also have a self-checkout station.

3. Circulation Area

This area will have 3 self-checkout stations with receipt printers, and 2 staff computers, one networked laser printer.

4. Staff Area/Librarian's Office

This area will have 5 staff computers and one networked laser printer.

5. Reference Area

This area will have 2 staff computers and one networked laser printer.

6. Adult Public Area

This area will have 24 public-use computers and 2 public print stations with laser printers.

7. Young Adult Area

This area will have 2 public-use computers.

Calculations for the above seven areas were based on:

- Space requirements for computers and printers are defined in the documents that describe the desks and technology carrels that they set on.
- Square footage was assigned using the Libris Design program. It assigned square footage as:

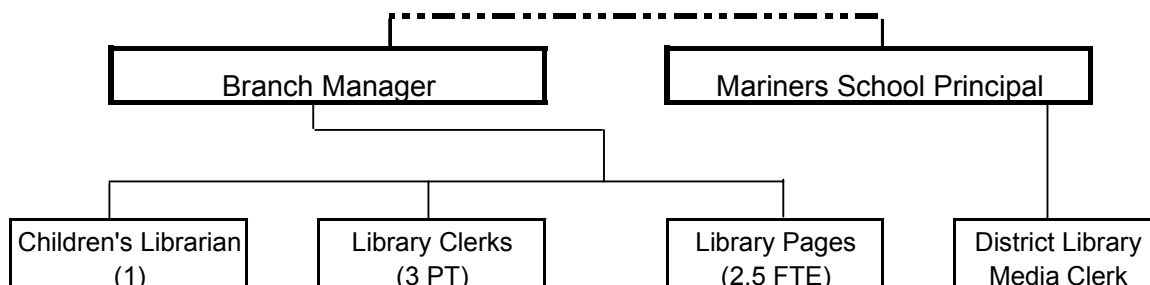
Children's Lounge Seating – single seat	25 sq. ft.
Computer Workstations	40 sq. ft.
Self-checkout Station	25 sq. ft.
Telecomm Backboards	28 sq. ft.
UPS	10 sq. ft.

E. Staff Offices and Workstations

The Library shall be staffed as follows:

- 1 Branch Librarian II
- 1 Children's Librarian
- 1 Reference Librarian
- 1 Library Clerk II
- 1 Library Clerk I
- 3 Library Clerks 1 (Part Time)
- 1 District Library Media Clerk (.75)
- 5 Library Pages (Part time) — although not stated in the Cooperative Agreement, Library Pages will be employed by the NBPL

Figure 1

Organizational Chart Of The Proposed MJUL Staffing

Staffing was calculated using the following criteria:

- Circulation per hour
- Class visits
- Storytimes
- Reference Questions per hour
- Walk-In
- School usage of media center

Librarians will be off desk three to five hours per week. Due to the nature of staffing one workstation will be available for the two librarians to share. The School Media Clerk is scheduled to work thirty hours a week. Scheduling in the Children's room will be such that no two people will be off the desk at the same time. The School Media Clerk will share the workstation in the staff room. Workstations at the Public Service desks in Children's and in the Adult area of the library will provide access to the Library's catalog, online databases, and the Internet.

F. Public Service Desks

1. Children's Room

There will be a public service desk designed to accommodate two staff members. Each workstation at the desk will have space for a computer with monitor. A shared copier/printer will be available for the staff use and to assist students with copying needs during the school day. The space will include a file cabinet and shelving for reserved books to be picked up by the students.

2. Adult Reference

There will a public service desk in the center of the adult area. The staff at this service point will assist customers with the adult and teen collections of books, videos and audio materials. The area would include a file cabinet and shelving for the Ready Reference collection. The reference desk will accommodate two computers and a shared printer.

3. Circulation

The library will have 4 self-serve checkout stations. One of these will be in the children's room at the school entrance. The other three stations will be in the front of the building near the circulation area. There will also be 2 customer service/check-out workstations in the area at the front of the building. At least one of these workstations will be manned during every open hour to register new customers, take payments and resolve other customer issues. These workstations will also be used for checkout and check-in as needed. The adult reading area will have a set of shelving to accommodate the reserved materials awaiting pickup by the customers.

4. Office

The library will house one private office to provide a workspace for the Branch Librarian and to conduct private meetings with staff or library customers as needed. The office will be furnished with at computer workstation, file cabinet and guest seating.

5. Workroom

In the workroom there will be 4 shared workstations with computers for various duties such as program planning, completion of professional assignments, periodical processing, financial reconciliation and deposit preparation. There will be space for check-in workstations and book truck staging. The walls will be lined with cabinets to house supplies.

Square footage was assigned using the Libris Design program. It assigned square footage as:

Children's Rooms Desk – single seat	181 sq. ft.
Adult Reference Desk	40 sq. ft.
Circulation Area	516 sq. ft.
Office	145 sq. ft.
Workroom	501 sq. ft.

G. Meeting Room Requirements

Goal 3 in the *Commitment to Excellence: Library Services 2000-2005* states:

“Community and Cultural Center: To establish the NBPL's role as a community and cultural center in order that its customers participate in, and contribute to, and increase their awareness of worldwide and cultural events.” The planned meeting room at the MJUL is 2,000 square feet.

The community room will be multi-purposed and will be used for:

- The after school homework center called KidScene. Five computers will be available for reports etc. in the 173 sq. ft. Homework Center. Library and recreation staff will be available to assist children with their studies.
- Community Meetings

- PTA meetings
- Special Library Programs
- Summer Reading Program events

The room requires storage for table and chairs, screen and LCD projector, data cables and power for online databases and Internet instruction. The 120 square foot office will serve as the office for the Homework Center.

Assigned square footage for the program office as calculated using Libris Design and may vary from actual numbers submitted by architect:

Program Office	Unit Quantity	Unit Square Feet	Extended Square Feet
Chair, Task	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Desk, Clerical	1	60	60
File Cabinet (4-drawer)	1	14	14
Storage Cabinet	2	18	36
White Board	1	0	0

Assigned square footage for the kitchenette as calculated using Libris Design and may vary from actual numbers submitted by architect:

Kitchenette	Unit Quantity	Unit Square Feet	Extended Square Feet
Cabinets, Above Counter, Lockable	6	0	0
Cabinets, Below Counter, Lockable	6	0	0
Coffee Make/Urns	1	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit	1	25	25
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Soap Dispenser	1	0	0
Workstation, Food Service Counter	1	65	65
Recycling Bin	1	15	15

H. Special Purpose – Miscellaneous Space Needs

1. Program Area in Children's Room

The plan provides for a multipurpose programming room in the Children's section of the Library. This room would be used for community story time programs for toddlers and pre-school age children. The room will be equipped with multimedia capabilities. This room will serve as a craft center for programs run during the school year as well as during the summer reading program.

In order to accommodate these uses the area will be built as a separate room with closeable doors. There will be enough floor space for thirty children to be seated on cushions. There will be storage space and counter tops for craft supplies and assembly. There will be audio, video, and Internet connections and equipment for multi-media presentations for students and faculty.

2. Book Return Room

A book return will be placed near the entrance to the Library to enable customers to leave materials during closed hours. The materials will drop into a secured fireproof room that will be in close proximity to the circulation area.

3. Staff Lounge

Area for staff to use during scheduled breaks. The room would include a sink, refrigerator, microwave oven, a coffee maker and storage cabinets. The room would have a table and chairs to accommodate four people and lounge seating for two. This area would also house staff lockers.

Assigned square footage as calculated using Libris Design and may vary from actual numbers submitted by architect:

Children's Rooms Desk – Program Area	275 sq. ft.
Book Return	60 sq. ft.
Staff Lounge	316 sq. ft.

I. Non-Assignable Space

The following details non-assignable space:

Public Entrance & Lobby	1,038 sq. ft.
Public Restroom	675 sq. ft. *
Boys & Girls Restroom	64 sq. ft.
Mechanical Equipment Room	98 sq. ft.
Community Room Restroom*	500 sq. ft.
Circulation Area	175 sq. ft.

* Community Room restroom is necessary to serve the community room after library hours and for programs on the patio.